



RISK MANAGEMENT

**SAFETY
AND
LOSS PREVENTION MANUAL**

Revised February 6, 2002

TABLE OF CONTENTS

MISSION STATEMENT	2
OBJECTIVES	4
GENERAL POLICY	6
RESPONSIBILITY	10
HOUSEKEEPING	16
INSPECTION	19
FACILITY INSPECTION REPORT FORM	21
TRAINING	23
EMPLOYEE ORIENTATION FORM	27
MANDATORY TRAINING	28
JOB HAZARD ANALYSIS FORM	29
LOSS PREVENTION	31
PROPERTY RECEIPT FORM	36
CLAIMS	37
SAFETY REVIEW BOARD	40
PENALTIES MATRIX	48
PERSONAL PROTECTIVE EQUIPMENT	49
PERSONAL PROTECTIVE EQUIPMENT CHART	53
VEHICLE SAFETY	54
RELEASE AND INDEMNITY AGREEMENT	63
VEHICLE INSPECTION FORM	64
VEHICLE ACCIDENT	68
VEHICLE ACCIDENT INVESTIGATION	72

MISSION STATEMENT

COLUMBIA COUNTY RISK MANAGEMENT MISSION STATEMENT

It shall be the mission of the Columbia County Board of Commissioners and the Columbia County Risk Management Office to provide a safe working environment for ALL employees of Columbia County.

The Risk Management Office, along with the various Division Directors and employees, will work together to maximize safety training and loss prevention, thus reducing losses to our employees, and of equal importance and consideration, to provide a safe environment for the community we serve.

All employees of Columbia County deserve the very best for what they do for our community and for a job well done.

OBJECTIVES

COLUMBIA COUNTY RISK MANAGEMENT OBJECTIVES

To institute needed training that will provide a safe work environment for every employee.

Create a physical and mental work environment that will measurably reduce accidents and injuries to employees.

Conduct program and safety inspection to identify and eliminate unsafe working conditions or practices.

Control health hazards and to comply fully with recognized safety regulations for every job

Provide for the personal protection of all employees against injury or illness by offering suggestions for personal protective equipment that may be appropriate to the job task.

GENERAL POLICY

A. GENERAL POLICY STATEMENT: Columbia County considers the safety of its employees of utmost importance. Every effort will be made to provide the safest possible work environment and conditions. The responsibility for conducting safe work practices rests with every employee of Columbia County. The Commission recognizes that the prevention of accidental injury to the employees will only be successful if there is support from the management, department heads and advice from staff members, and the willing participation by the employees.

B. PURPOSE:

1. Establish the Columbia County Risk Management Program and to prescribe policies, procedures and guidelines to implement this Program.
2. The efficient use of resources through the reduction of accidents / loss (loss of manpower and/or material) by preventing unsafe acts, eliminating or controlling unsafe conditions and environmental hazards, and providing safe and healthy working conditions for all employees.
3. Increase the efficiency of operations by providing technical safety advice and services.
4. Establish criteria for accident reporting, safety training, safety committees, safety awards and internal safety program administration.
5. Establish criteria for health protection programs not specific to single departments.

C. APPLICABILITY:

The provisions, policies, procedures and guidance established within this manual are applicable to all regular, full-time, part-time and temporary employees of Columbia County and all agency-occupying offices within a Columbia County Building.

D. PROGRAM GOALS:

1. Create a physical and mental work environment that will measurably reduce accidents and injuries to employees.
2. Conduct a program of safety and health inspections to identify and eliminate unsafe working conditions or practices.
3. Control health hazards and to comply fully with the Standard Safety Regulations recognized for every job.
4. Provide for the personal protection of all employees against injury or illness by offering personal protective equipment as appropriate to the job.

E. GENERAL:

1. Accident prevention is a manager, supervisor and employee responsibility. Department heads will establish and implement departmental accident prevention programs designed to meet the needs of their departments and employees.
2. Accident prevention principles and techniques will be incorporated into all phases of planning, training, operations and services. Safety standards, policies and programs adopted under this program will be used as a basis for the prevention and reporting of accidents.
3. The Risk Management Department will provide safety program support as requested by department heads or department safety officers.
4. All levels of management /supervisors will ensure attention is given to reports by employees or others regarding unsafe or unhealthy work conditions.
5. Employees will be provided personal protective items as appropriate to their duties. This equipment will be provided by the department at no cost to the employee. "Share cost" by the employee, for required safety items, is inappropriate and will not be authorized by any department under the authority of the Columbia County Commission.
6. The department heads, with the assistance of the Safety Officer and the Risk Management Department, will analyze hazardous conditions plus work tasks and develop standard operating procedures to insure that the hazardous conditions are minimized and that safe work practices are used.
7. It shall be the responsibility of every employee to make safety a part of their daily job, irrespective of their job or their capacity in the organization.
8. No employee will accept liability or responsibility for damages, injuries or wrongdoing in the name of Columbia County, departments or contractors. The Department Heads will refer all issues relating to liability, damage and/or wrongdoing to the Risk Management Department.

F. ADMINISTRATION :

1. Departments will implement an employee bulletin board or bulletin area. It shall be accessible to all employees within the department.
2. Departments operating out of several areas may (and are encouraged to) construct multiple bulletin boards/areas to ensure dissemination of employee information.

3. The board/area will be divided into two sections:
 - (a) Permanent Items
 - i. Required posting under Federal and State Law - examples: Fair Labor Rights -U.S.D.L.; Americans with Disabilities Act; Workers' Compensation Panel of Physicians
 - ii. Department policies
 - (b) Temporary Items
 - i. Safety Newsletter
 - ii. Department announcements
4. Boards will be kept in a neat and orderly appearance. Department heads will appoint an employee responsible for maintaining the board.

RESPONSIBILITY

A. DIVISION DIRECTORS:

1. Make recommendations for policy, to the Commission in the areas of the safety program and insurance.
2. Review actions of the Safety Review Board
3. Act as the appellate authority for the Safety Review Board

B. SAFETY REVIEW BOARD: (See Safety Review Board Policy)

1. Reviews all property damage involving employees to determine personal liability and makes recommendations, as appropriate, to the Division Director.
 - (a) May recommend the employee be found at fault as a contributor to the proximate cause of the accident and recommended disciplinary action as appropriate.
 - (b) Make recommendation to the Division Director for Policy Change.
2. Reviews safety inspection reports and accident analyses, taking or recommending appropriate actions necessary to ensure an effective safety program.
3. Considers assignments for special safety inspections, investigations of serious accidents, training programs and special safety problems.

C. RISK MANAGEMENT DEPARTMENT:

1. Responsible for administering and supervising the Safety and Risk Management Program.
2. Develops, coordinates and conducts an aggressive safety program.
3. Takes all actions deemed essential to produce a positive reduction in accidents and determines their causes.
4. Provides technical guidance and direction to personnel and all levels of management in the implementation of safety policy and Loss Prevention Program.
5. Implements an inspection program to detect existing or potential accident and health hazards and recommends corrective or preventive measures where indicated.
6. Participates in the investigation of accidents and injuries and cooperates in the preparation of reports and evidence for county use.
7. Stops hazardous jobs where prescribed safety precautions are not being enforced.

8. Conducts inspections of equipment, materials, operations or activities to ensure public and employee safety.
9. Periodically evaluates compliance with all Risk Management programs within the divisions and departments.
10. Periodically attends department staff and safety meetings to promote maximum understanding of the program objectives.
11. Maintains complete records on accidents and publicizes information that will appraise management and employees of trends.

D. DEPARTMENT HEAD:

1. Is responsible for all aspects of safety within their respective departments.
2. Appoints a departmental safety officer to assist in the department safety program (see paragraph F below).
3. Maintains safe and healthful working conditions within their jurisdiction.
4. Works to control injuries, collisions, liabilities and waste material within the department by establishing policies and procedures particular to the department.
5. Publishes an appropriate safety manual or plan designed to accomplish objectives of this policy and objectives unique to their department. A copy to be provided to Risk Management.
6. Charges each supervisor to be fully accountable for an explanation of injuries, collisions and liabilities incurred by their employees.
7. Provides leadership and positive direction essential in maintaining firm safety policies as a prime consideration in all operations.
8. Ensures employees receive appropriate training in the areas the employee is assigned. Training will include safety factors involved in the task(s). Ongoing training updates and remedial training will be provided as necessary.
9. Ensures hazardous tasks are covered by specific published work rules and employees involved with these tasks have read, understood and demonstrated their abilities to accomplish the tasks. The department will maintain a record of training and a copy sent to Risk Management.
10. Provides personal protective items for hazardous tasks as necessary and provides instruction for item use and care.
11. Ensures all new employees are briefed on safety policies within the department.

E. SUPERVISORY PERSONNEL:

1. Responsible for the safe actions of their employees and the safe operation of machines and equipment within their operating areas.
2. Enforces the provisions of the policies listed in this manual.
3. Seeks to provide safe and healthful working areas for their employees while they are under their supervision.
4. Works to ensure all safety policies and regulations are fully implemented for maximum efficiency of each job.
5. Takes the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee's job knowledge, or attitudes that adversely affect loss prevention efforts.
6. Enforces work policies and procedures by being impartial in taking disciplinary action against those who fail to conform, and by being prompt in giving recognition to those who perform well.
7. Ensures each employee is fully trained for the job they are assigned and they are familiar with published work rules.
8. Ensures all employees attend training classes when conducted.
9. Inspects all tools and equipment at frequent intervals and keep in a safe and serviceable condition.
10. Ensures untrained employees are not permitted to operate any mechanical or electrical equipment until thoroughly trained.
11. Instructs all employees to report all accidents and informs employees of the necessity of receiving first aid treatment, even in the cases of minor injuries.
12. Maintains a continuous program of on-the-job training and supervises workers in their accomplishment of all potentially hazardous activities.
13. Uses safety checklist for accomplishment of hazardous operations.
14. Ensures all employees maintain all personal protective devices and safety equipment.
15. Ensures all employees are physically qualified to perform their work.
16. Marks all areas designated as dangerous with the type of hazards involved.
17. Ensures as few persons as possible are permitted to enter hazardous work areas.

F. DEPARTMENT SAFETY OFFICER :

1. Recommends necessary safety equipment and personal protective clothing and devices to be used by employees.
2. Instructs employees in the need for and use of personal protective equipment for hazardous jobs.
3. Conducts training for employees regarding permissible ways to accomplish a hazardous job.
4. Conducts monthly safety meetings to review accidents, analyze their causes and promote free discussion of hazardous work problems with possible solutions. The Safety Officer will maintain a file of meetings for review. A copy will be sent to the Risk Management Department.
5. Reviews all accident and incident reports to insure that the investigation was thorough, the report is complete and forwarded to the Risk Management.
6. Conducts monthly safety inspections of work areas and equipment to insure that conditions are satisfactory from an accident prevention standpoint.

G. EMPLOYEE:

1. Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to conserve materials.
2. Reports all unsafe conditions and unsafe acts to their supervisor and safety officer.
3. Keeps work areas clean and orderly at all times.
4. Follows prescribed procedures during an emergency.
5. Reports all accidents immediately to their supervisor.
6. Makes certain they understand instructions completely before starting work.
7. Learns to lift and handle materials properly.
8. Avoids engaging in any horseplay and avoids distracting others.
9. Knows how and where needed medical attention may be obtained.
10. Does not damage or destroy any warning or safety device, or interfere in any way with another employee's use of them. Reports any damage immediately.

11. Must report all injuries to their supervisor or safety officer immediately following injury.
12. Is familiar with personnel policies pertaining to Workers' Compensation .
13. Each employee working at hazardous jobs will:
 - (a) Obey all safety rules and follow published work instructions. If any doubt exists about the safety of doing a job, he/she will stop and get instructions from their supervisor before continuing work.
 - (b) Operate only machines and equipment that he/she has been authorized to operate by their supervisor.
 - (c) Use only the prescribed equipment for the job and handle it properly.
 - (d) Wear required personal protective equipment when working in hazardous operational areas.
 - (e) Dress safely and sensibly.
 - i. No loose clothing around machinery.
 - ii. No loose jewelry around machinery.
 - iii. Wear proper footgear/shoes: high-heeled shoes are not encouraged.
 - iv. See Personal Protective Equipment Policy. (See Page 49)

<p>H. CONDITION OF EMPLOYMENT: All employees, regular full-time, regular part-time and temporary, will execute their job duties in a legal, lawful, safe and expected manner. Failure to do so may lead to immediate termination.</p>

HOUSEKEEPING

- A. POLICY:** It is the intent of the Columbia County Commission to provide for a safe work environment. While work sites shall be continuously monitored by supervisors to ensure potential hazards to employees and the public are reduced to the maximum extent possible, employees are responsible for maintaining the neatness of workspaces. Employees are required to keep their work areas clean and free of hazards.
- B. HOUSEKEEPING:** Good housekeeping is an important element of accident prevention. It should be of primary concern to all supervisors. Good housekeeping should be planned at the beginning of the job and carefully supervised and followed to the final clean up. Housekeeping should be the concern of each worker and not left for the “clean-up” crew. Confusion will be reduced and operations can be increased when the work area is neat and orderly at all times.
- C. PROCEDURES:**
1. Plan Ahead: A predetermined and organized materials storage area is safer and cleaner than one that has been developed haphazardly.
 2. Assign Responsibilities: If the size of the job and working force merits, a crew should be specifically detailed to clean up continuously. In any event, housekeeping should not be haphazard; duties should be assigned to one or more responsible persons.
 3. Implement the Program: Housekeeping should be part of the daily routine with clean-up being a continuous procedure.
- D. RULES FOR HOUSEKEEPING:**
1. Storage Areas: All materials should be maintained in neat stockpiles for ease of access. Aisles and walkways should be kept clear of loose materials and tools.
 2. Work Areas: Loose materials, waste, etc. should be cleaned up immediately. This is especially important in aisles and near ladders, ramps, stairs, and machinery. Keep walking areas clear at all times, especially in high traffic areas. It takes very little time to do but can mean so much. Think how bad you would feel if your co-worker (and friend) seriously injured himself or herself due to your neglect. So do not be part of the problem. Pick it up, put it where it belongs and keep aisles clear!
 3. Area Used by Personnel: Empty bottles, containers, and papers should not be allowed to accumulate on the job site. Trash disposal containers should be provided.
 4. Oil and Grease: Spills of oil, grease, or other liquid should be removed immediately by putting sand or an oil-absorbing compound on them. Do not let combustible materials gather and collect to the point where they could constitute a fire hazard. Place all combustible items in a metal fire resistant container with a lid. Storage areas are supposed to be planned, but often are the results of one person leaving something where it does not belong, then others following the lead. There, you have it, a formula for a

hazard. Keep combustible materials in orderly storage places. Do not let trash or debris pile up. Make sure flammables are stored properly and promptly disposed when empty.

5. Disposal of Waste: An effective means of preventing litter is to provide suitable receptacles for waste, scrap, etc. These items should be stored in a safe place, such as a covered metal container, and disposed regularly.
6. Protruding Nails: Protruding nails should either be removed or bent over. Cleaned lumber should be stacked in orderly piles. Workers dealing with protruding nails should wear heavy gloves and puncture-proof insoles.
7. Lighting: Adequate lighting should be provided in or around all work areas, passageways, stairs, ladders, and other areas used by personnel.
8. Defective Equipment: All equipment, especially electric cords and plugs, should be checked and defects repaired or taken out of service.
9. Tripping Hazards: Loose floor covering, stair treads, etc., should be examined and repaired immediately.

Make housekeeping a daily affair. Be responsible enough to thoroughly “police” your work areas for housekeeping hazards. On a busy day, any workplace can become a dangerous obstacle course if we let it get that way.

INSPECTION

- A. SAFETY INSPECTIONS:** Department Heads shall require the department safety officer to make monthly safety inspections of the work activities and facilities. The purpose of the safety officer's safety inspection is to identify, eliminate, or control physical hazards (in the work place) and unsafe work practices by the employee. The following form is provided for reporting results of safety inspections. A copy of the inspection report will be forwarded to the Risk Management Department and reviewed for appropriate action by Risk Management.
- B. INSPECTIONS:** All safety officers shall make monthly inspections of the work activities, buildings, and premises. Attention will be directed to:
1. Work practices;
 2. Housekeeping and general physical conditions;
 3. Waste collection and disposal;
 4. Fixed and mobile equipment;
 5. Storage of flammable liquids or gases;
 6. Use and storage of supplies or equipment;
 7. Fire fighting equipment.

Columbia County Risk Management General Property Inspection

DEPARTMENT NAME:	DATE:	
LOCATION:		
OCCUPANCY (describe building occupants & space leased to others):		

BUILDING PROTECTION:

	Y	N	Local	Monitored	
<input type="checkbox"/> Pull fire alarms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Heat/smoke detectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Battery backup					
<input type="checkbox"/> Control Panel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Door contacts					
<input type="checkbox"/> Motion/infrared detectors					
<input type="checkbox"/> Guard/sheriff/police patrol					
Who maintains the various systems:					
Describe the fire detection, AS, & security systems:					
Computers (desktops, major systems, surge protection):					
Flood/Water damage (exposing bodies of waters, flood zone):					

COMMENT ON THE FOLLOWING:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Self Inspections	<input type="checkbox"/>	<input type="checkbox"/>	Elevators (Service Date)
<input type="checkbox"/>	<input type="checkbox"/>	Smoking Controlled	<input type="checkbox"/>	<input type="checkbox"/>	Elevators on Service Contract
<input type="checkbox"/>	<input type="checkbox"/>	Good Housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguisher serviced
<input type="checkbox"/>	<input type="checkbox"/>	Break area free from hazards	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Generator
<input type="checkbox"/>	<input type="checkbox"/>	Evacuation plan posted	<input type="checkbox"/>	<input type="checkbox"/>	Service Contract
<input type="checkbox"/>	<input type="checkbox"/>	PM program on Equipment	<input type="checkbox"/>	<input type="checkbox"/>	Documented testing
<input type="checkbox"/>	<input type="checkbox"/>	Battery emergency lighting, if no generator	<input type="checkbox"/>	<input type="checkbox"/>	Cooking surfaces protected
<input type="checkbox"/>	<input type="checkbox"/>	Flammables/Combustibles properly used/stored	<input type="checkbox"/>	<input type="checkbox"/>	

HAZARD CHECKLIST: (x if a problem)

NOTES:

<input type="checkbox"/>	Handrails, guardrails/loose/missing	
<input type="checkbox"/>	Floors, stairs, steps, carpet	
<input type="checkbox"/>	Sidewalks, parking, stop blocks	
<input type="checkbox"/>	Interior, exterior lighting adequate	
<input type="checkbox"/>	Exterior building, condition, falling objects, broken glass	
<input type="checkbox"/>	Drainage	
<input type="checkbox"/>	Proper number of exits #	
<input type="checkbox"/>	Exits blocked, not marked	
<input type="checkbox"/>	Gas meter protected from autos	
<input type="checkbox"/>	Other:	
<input type="checkbox"/>	Other:	

Vehicles/Equipment equipped with					
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Communications equipment	<input type="checkbox"/>	<input type="checkbox"/>	Seat belts
<input type="checkbox"/>	<input type="checkbox"/>	Strobes/Beacons	<input type="checkbox"/>	<input type="checkbox"/>	First Aid Kits
<input type="checkbox"/>	<input type="checkbox"/>	Back up alarms	<input type="checkbox"/>	<input type="checkbox"/>	Any with climate controlled cab
<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	Rollover protection
<input type="checkbox"/>	<input type="checkbox"/>	Rock guards	<input type="checkbox"/>	<input type="checkbox"/>	Mud flaps
<input type="checkbox"/>	<input type="checkbox"/>	Slow moving vehicle signs	<input type="checkbox"/>	<input type="checkbox"/>	Stay back 100 ft signs on trucks
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Comments:					
Maintenance Shop					
<input type="checkbox"/>	<input type="checkbox"/>	PM documented	<input type="checkbox"/>	<input type="checkbox"/>	Maintenance yard fenced
<input type="checkbox"/>	<input type="checkbox"/>	Flammable liquids controlled	<input type="checkbox"/>	<input type="checkbox"/>	Good housekeeping in the yard
<input type="checkbox"/>	<input type="checkbox"/>	Drip pans at oil distribution	<input type="checkbox"/>	<input type="checkbox"/>	Herbicides/Pesticides controlled
<input type="checkbox"/>	<input type="checkbox"/>	Welding curtains/controls	<input type="checkbox"/>	<input type="checkbox"/>	Tire Cage/used
<input type="checkbox"/>	<input type="checkbox"/>	Compressed gas cylinders	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers/serviced Expire Date :
<input type="checkbox"/>	<input type="checkbox"/>	Secured	<input type="checkbox"/>	<input type="checkbox"/>	Electrical outlets covered
<input type="checkbox"/>	<input type="checkbox"/>	Separation	<input type="checkbox"/>	<input type="checkbox"/>	Electrical cords/good condition
<input type="checkbox"/>	<input type="checkbox"/>	Good housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	Electrical panels covered
<input type="checkbox"/>	<input type="checkbox"/>	Smoking controlled	<input type="checkbox"/>	<input type="checkbox"/>	

WATER & SEWERAGE (ONLY)

General					
	Yes	No		Yes	No
Site Fenced	<input type="checkbox"/>	<input type="checkbox"/>	Licensed operator	<input type="checkbox"/>	<input type="checkbox"/>
Manned 24 hrs/7days	<input type="checkbox"/>	<input type="checkbox"/>	Documented PM Program	<input type="checkbox"/>	<input type="checkbox"/>
Posted Warning Signs	<input type="checkbox"/>	<input type="checkbox"/>	Complaint Log Maintained	<input type="checkbox"/>	<input type="checkbox"/>
Safety throw rings near water	<input type="checkbox"/>	<input type="checkbox"/>	Lift Stations Secured	<input type="checkbox"/>	<input type="checkbox"/>
Night Lighting	<input type="checkbox"/>	<input type="checkbox"/>	Lift Stations routinely checked	<input type="checkbox"/>	<input type="checkbox"/>
Access to site controlled	<input type="checkbox"/>	<input type="checkbox"/>	Hoses rolled/secured	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Over 2,500 lbs of Chlorine	<input type="checkbox"/>	<input type="checkbox"/>
All pits /drop offs have guardrails	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Risk Mgmt Plan submitted to EPA	<input type="checkbox"/>	<input type="checkbox"/>
Water quality monitored daily, periodically checked by outside lab	<input type="checkbox"/>	<input type="checkbox"/>	Consumer Confidence Reports (CCR's) completed, required 10/99 for Water Depts.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Manuals– Postings– Procedures - Equipment</i>					
Personnel Policies and Procedure's	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Operation Manual (EMA)	<input type="checkbox"/>	<input type="checkbox"/>
Columbia CO. Emer. Evac. (Dam) Plan	<input type="checkbox"/>	<input type="checkbox"/>	DOT Guidebooks	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Response Guide (Chemical)	<input type="checkbox"/>	<input type="checkbox"/>	Fair Labor Rights	<input type="checkbox"/>	<input type="checkbox"/>
Americans with Disabilities Act	<input type="checkbox"/>	<input type="checkbox"/>	Workers' Compensation Panel of Physicians	<input type="checkbox"/>	<input type="checkbox"/>
MSDS Files	<input type="checkbox"/>	<input type="checkbox"/>	NOAH Radio	<input type="checkbox"/>	<input type="checkbox"/>
Fire Drill Date :	<input type="checkbox"/>	<input type="checkbox"/>	Location:		
Tornado Drill Date :	<input type="checkbox"/>	<input type="checkbox"/>			
Safety Meeting Last:	<input type="checkbox"/>	<input type="checkbox"/>			

Comments:

TRAINING

- A. GENERAL:** The effectiveness of a safety program is directly related to the quality of supervision, a thorough understanding of the hazardous jobs to be accomplished, the training of employees, and daily operations that consistently follow practices specified in published work rules.
1. New Employee Orientation. All new employees shall receive a safety orientation within the first thirty days on the job. This will be accomplished during the "New Employee Briefing" given to all new employees by the Human Resources Department and Risk Management Department. In addition, supervisors will brief their employees on Department specific safety issues. Appropriate documentation shall be maintained certifying completion of orientation on all employees. The employee receiving orientation training and the supervisor will sign such documentation.
 2. Employee Safety Training.
 - (a) Training of employees in job responsibilities and job operations, proper methods and techniques to be used, and the hazards associated with the function or system are important elements in achieving safe operation. Supervisors will be responsible for ensuring that all newly assigned individuals receive adequate training before beginning work.
 - (b) Formal training is required for all employees engaged in hazardous operations such as high voltage work, chemicals, pesticides, entering confined spaces and other functions designated as hazardous by Risk Management, Department Heads, or Supervisors.
 - (c) Mandatory Repetitive Training.
 3. On-The-Job-Training. Supervisors will provide on-the-job-training for employees under each Supervisor's control. This training will include:
 - (a) Safety program.
 - (b) Prescribed Personal Protective Clothing and Equipment for the job.
 - (c) Emergency treatment of injuries.
 - (d) How to report a fire or serious injury and accident.
 - (e) Specific hazards associated with the job.
 - (f) General hazards encountered in the work area and how to avoid them.
 4. No supervisor will assume that a newly hired, newly assigned, or reassigned employee thoroughly knows all the safe job procedures.
 5. If an employee demonstrates, through accidents or continued unsafe acts known to the supervisor, that he does not understand the safety requirements of his job, the employee will be retrained, repeat on-the-job instructions, and/or be personally counseled by the employee's supervisor and/or department head.

B. TRAINING: The four-point method: preparation, presentation, performance and follow-up have been found best for all hazardous operations.

1. Preparation.
 - (a) Put him / her at ease.
 - (b) Define the job and find out what he / she already knows about the job.
 - (c) Get him / her interested in learning his / her job.
 - (d) Place him / her in the correct position for him / her to work.
2. Presentation.
 - (a) Tell how, and illustrate one important step at a time.
 - (b) Stress each key point.
 - (c) Instruct clearly, completely, and patiently, but cover no more than can be mastered each time.
3. Performance.
 - (a) Have him / her do the job; coach him / her while he / she works.
 - (b) Have him / her explain each key point to you as he / she does the job again.
 - (c) Make sure he / she understands. Continue until you know he / she knows.
4. Follow-up.
 - (a) Put him / her on his / her own.
 - (b) Designate to whom he / she goes to for help.
 - (c) Check frequently; encourage questions.
 - (d) Provide any necessary extra coaching.

C. SPECIALIZED TRAINING: Specialized training will be required from time-to-time for special areas of operation and to meet specific requirements of unique tasks. These include special equipment, handling of weapons, etc.

1. First Aid Training for Supervisors. All supervisors and selected employees are encouraged to be trained in first aid. Many injuries can be effectively treated in the field, thereby eliminating the need to visit a doctor for each minor injury. Adequate first aid material should be made available and under the charge of a person trained in first aid.

2. Job Training - Hazardous Work. To eliminate accidents in high hazard areas, it is mandatory that each supervisor thoroughly examines his employees' knowledge on the hazards that exist and ensure that they understand the methods of doing each job safely when such hazards cannot be eliminated.
- (a) Relying on memory alone during the instruction of an employee is assurance that important items will be overlooked. It is essential that the supervisor use published work rules that define each hazardous task his/her employees are responsible for and define the correct work procedures for safe accomplishment of the task. This enables them to attain a consistent quality of instruction that instills employee confidence in their own capabilities and those of management.
 - (b) Providing the employee with a copy of the work rules after instruction ensures that each employee has a ready reference for his review. Procedures for job hazard analysis are as follows:
 - i. The job is broken down into basic steps. These steps describe what is to be done and in what sequence. Details that have no bearing on the objective are to be omitted.
 - ii. After the steps are listed, each step is analyzed for hazards that could cause an accident. The purpose is to identify as many hazards as possible, whether produced by the environment or connected with the mechanics of the job procedure, so that each step of the entire job can be done safely and efficiently.
 - iii. When the hazards and potential accidents associated with each step are identified and their causes understood, ways of eliminating them should be developed. This can be handled in one of four ways.
 - (1) Eliminate the process of operations, or provide a substitute action which can be done without the hazards, or
 - (2) Isolate the process or operation so as to eliminate or minimize the hazards, or
 - (3) Provide guards or automatic devices to eliminate or minimize the hazards, or
 - (4) Provide personal protective clothing and equipment and enforce their use to eliminate the possibility of injury.
 - (c) Using the information gathered from the first three steps, work rules shall be prepared by each Division Director, disseminated among all employees, and maintained on file for periodic review. This becomes a document to assist the supervisor in instructing his employees in the safe method of performing their jobs and determination of the personal protective clothing and equipment required. It also provides each employee a source of information for occasional review.

D. COLUMBIA COUNTY NEW EMPLOYEE RISK MANAGEMENT ORIENTATION

1. Risk Management Policy Overview
2. Risk Management policies on employees, who lose, damage or destroy property.
(Matrix)
3. Risk Management policies on driving county vehicles.
4. Harassment / Sexual Harassment Policy
5. Training offered by Risk Management
6. _____
7. _____
8. _____
9. _____
10. _____

The topics listed above have been discussed and reviewed. Any questions by the employee have been addressed and answered.

_____ Employee Signature	_____ Date	_____ Risk Management Signature	_____ Date
-----------------------------	---------------	------------------------------------	---------------

To be filed in Department File; COPY TO RISK MANAGEMENT and Employee Personnel File/HR

MANDATORY TRAINING

REQUIREMENTS	DEPARTMENT	FREQUENCY
DRUG AND ALCOHOL ABUSE	ALL	Annual
HIV PREVENTION	ALL	Annual - *Note: may be included with Occupational Exposure to Bloodborne Pathogens training
OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS	Sheriff - Coroner Recreation - Landfill Marshal - Code Enforcement Waste Water Treatment Water & Sewer Roads and Bridges Maintenance Department	New Personnel Orientation Annual (Refresher Training)
PREVENTION OF HEAT INJURIES	ALL	Annual
PROTECTION AGAINST TORNADO'S / INCLIMATE WEATHER	ALL	Annual - Recommended for training on the 3 rd Wednesday in February
CONCERN/EAP	ALL	Annual
FIRE PREVENTION/ EVACUATION & USE OF FIRE EXTINGUISHERS	ALL	Fire Drills conducted semi annual Training- Annual
DEFENSIVE DRIVING	Senior Center / Public Transit Marshal Dept. Landfill Engineering Water & Sewerage Roads and Bridges Animal Control	Annual
CPR & FIRST AID	ALL	TO BE ANNOUNCED
HARRASSMENT	ALL	TO BE ANNOUNCED

JOB HAZARD ANALYSIS

DEPARTMENT:		DATE:
REVIEWED BY: _____ TITLE: _____		
APPROVED BY: _____		
<i>TASK/JOB:</i>		
PERSONAL PROTECTIVE EQUIPMENT:		
JOB STEPS	POTENTIAL HAZARD	PREVENTION

Page:

<i>STEPS</i>	<i>POTENTIAL HAZARD</i>	<i>PREVENTION</i>

LOSS PREVENTION

- A. PURPOSE:** The purpose of this section is to provide policy and guidance on the prevention of loss of equipment and supplies by: theft, negligence, misappropriation, willful destruction or other means.
- B. POLICY:** Each employee of the Columbia County Commission has a direct responsibility to safeguard equipment and supplies entrusted to him or her in the performance of their official duties. To this end, every employee will take reasonable and necessary precautions to prevent the loss, destruction, damage to or misappropriation of equipment and/or supplies belonging to Columbia County.
- C. APPLICABILITY:** This section applies to all departments, agencies, offices or sections subordinate to the Columbia County Commission.
- D. RESPONSIBILITIES:**
1. Department Heads:
 - (a) Establish departmental policies and procedures for the accountability of property and supplies. Policies will be in writing and posted for employee notification. The form at Appendix 1 may be used for this purpose.
 - (b) Ensure their respective departments maintain an accurate listing of equipment having serial numbers, not including vehicles.
 - (c) Maintain a list of all serial numbered equipment in your work area or issued to personnel. This inventory will help if items are stolen or recovered after a theft.
 - (d) Submit an Incident Report upon learning of the loss, damage, destruction or theft of department property in excess of \$250.00, to Risk Management.
 2. Supervisors:
 - (a) Will ensure all employees under their direct supervision are aware of departmental policies on loss prevention.
 - (b) Will ensure employees are trained on the proper use of assigned equipment.
 - (c) Make on the spot corrections to employees abusing equipment or in violation of their departmental policies.
 - (d) Are responsible for common use equipment assigned to their crew, section or team.
 - (e) Periodically inspect common use equipment and equipment assigned to subordinates to ensure proper maintenance and care.

3. Employees:

- (a) Are responsible for the proper maintenance and security of equipment assigned to him/her.
- (b) Take necessary action to prevent the loss, damage, destruction or theft of property assigned to him/her.
- (c) Report any loss, damage, destruction or theft of property assigned to them, immediately to their supervisor.

E. LOST, DAMAGED or DESTROYED PROPERTY:

- 1. Employees charged with equipment, which has been lost, damaged or destroyed, will report such to their supervisor.
- 2. An incident report will be filled out and submitted to the department head. Incident reports will be forwarded to the Risk Management Department.
- 3. Before liability is established it is essential the department head has the incident investigated by a disinterested party.
- 4. Any equipment, which is lost, damaged or destroyed beyond repair, will be reported to the Purchasing Department who maintains a master list.

F. THEFT or VANDALISM:

- 1. Property that has been stolen will be reported to the Sheriff's Office (or appropriate law enforcement agency) and an incident report submitted to Risk Management. Risk Management will send a copy to Purchasing.
- 2. Property that has been vandalized will be reported to the Sheriff's Office (or appropriate law enforcement agency) and an incident report submitted to Risk Management.
- 3. The loss or theft of a Columbia County owned/purchased firearm will be reported immediately to the Sheriff's Office and an incident report forwarded to Risk Management.

G. PROPERTY ACCOUNTABILITY:

- 1. Issued Personal Equipment:
 - (a) Equipment that is issued to an employee is the responsibility of the employee to whom the equipment is issued. As such, the employee will take reasonable and necessary precautions to safeguard and maintain property issued to them.

- (b) Equipment should be inspected upon receipt for serviceability and ensure that no damage is apparent. The receiving employee will make inspections at the time of issue.
- (c) Equipment issued for the sole use by the employee will be issued on a Property Receipt Form (Appendix 2). A copy of this receipt should be maintained on file at the department.
- (d) Common use property, issued for short duration should be routinely inspected by the receiving employee at the time of receipt. Any damage should be immediately reported to the supervisor or person issuing the equipment.
- (e) Employees who have been issued equipment on the Property Receipt and have lost or damaged said equipment (beyond normal fare ware and tear/use) shall be responsible for replacing (at the employee's expense) that equipment.

H. SUPPLIES (expendable): Supplies are classified into two categories: expendable but accountable (construction materials, replacement parts, consumable goods, etc.) and expendable -non-accountable (office materials: pens, paper, etc).

1. Accountable Supplies must be traceable by audit (purchase order to work order, purchase order to job, etc). Materials in excess of job requirements must also be accountable.
2. Expendable supplies should be regulated to protect against misappropriation.
3. Consumable goods should be auditable from the time of issue to the supported activity and bank deposit (if appropriate). Items that have spoiled or must be destroyed (non-sellable) must be accounted for as an annotation on an inventory sheet or a memorandum of destruction, giving all pertinent data to include the reason for destruction.

1. DEPARTMENT:	2. LETTER NUMBER:
3. SUBJECT:	4. DATE:
5. APPROVED BY:	5. EFFECTIVE DATE:
<div></div>	

PROPERTY RECEIPT FORM

Department:

Date:

□ Issue

Issued To:

Turn-in

ITEM#	ITEM DESCRIPTION and SERIAL NUMBER	QUANTITY
	ANY DAMAGE OR SERVICE PROBLEMS NOTED UPON RECEIPT OF EQUIPMENT BY EMPLOYEE ARE OUTLINED BELOW:	
ISSUED BY:		RECEIVED BY:

ANY DAMAGE OR SERVICE PROBLEMS NOTED UPON RECEIPT OF EQUIPMENT BY
EMPLOYEE ARE OUTLINED BELOW:

ISSUED BY:

RECEIVED BY:

“Issued By”, copy to “Received By”, maintains original
(APPENDIX 2)

CLAIMS

A. PURPOSE: To establish policy, procedures and guidance in response to claims, torts, potential law suits or any allegations of damage or injury by employees or equipment belonging to, or under contract by Columbia County Commission.

B. GENERAL POLICY:

1. No person employed by Columbia County will accept responsibility for damages or injury to persons or property owned by the public.
2. All incidents of damage to property or equipment or injury to the general public will be reported to the Risk Management Department by telephone, and followed up with the Columbia County Incident Report, Sheriff Office Incident or Accident Report.
3. Any employee knowing of an incident (injury or damage) which involves an employee or equipment of Columbia County and the general public will report the incident immediately to his / her supervisor.
4. File all claims of damage and injuries on the ACCG-IRMA Claims Reporting Form in this section. Send this form and any statements or reports about the incident to the Risk Management Office as soon as reasonably possible after the incident.
5. Injuries received during the course of employment will be reported and the procedures for Workers' Compensation will be followed.
6. Any incidents of theft will be reported to the appropriate law enforcement agency as well as following the procedures of this section.
7. The Risk Management Department will not accept claims from employees for the loss, theft, damage or destruction of personal property not directly related to Columbia County operations.

C. RESPONSIBILITIES:

1. Risk Management:

Serves as the primary department under the Columbia County Commission for processing claims, torts, settlements and lawsuits against Columbia County and its subordinate departments.

2. Department Heads:

(a) Establish procedures for the reporting of all claims:

- i. Property damage, loss or theft of Columbia County owned property;
- ii. Damage to property owned by the public;
- iii. Injury to the public by Columbia County equipment, personnel or injury to the public within Columbia County facilities.

- (b) Notify Risk Management in writing of any Columbia County equipment that is lost through damage or theft, specifically:
 - i. Property listed as fixed asset,
 - ii. Property with a serial number;
 - iii. Any communication-type equipment;
 - iv. Any media-type property (i.e. cameras, TVs, radios, stereos, and projectors):
 - v. Computer/word processor-type equipment;
 - vi. Equipment under lease or contract;
 - vii. Machinery/power tools;
 - viii. Property valued in excess of \$99.00 that is not by its nature expendable.
- (c) Ensure supervisors are familiar with reporting responsibilities/procedures.
- (d) Implement necessary policies to reduce loss or injury.

D. PROCEDURES:

- 1. Any employee having knowledge of an incident involving Columbia County property or operations that could lead to a claim against Columbia County will report the incident to their supervisor as soon as possible.
- 2. Risk Management should be notified, as soon as possible, by the designated department representative of any injuries to the public with implications of Columbia County involvement. A written report should be completed and forwarded immediately following the incident.
- 3. A Sheriff's Office Incident or Accident Report and a ACCG-IRMA Claims Reporting Form will be completed and forwarded to the Risk Management Department as soon as possible after the incident. If the department investigation is not complete within the prescribed time, the department representative should contact Risk Management.
- 4. Recovery/replacement of department losses will be coordinated through Risk Management.
- 5. Risk Management will replace lost, stolen, or damaged equipment (non-vehicle) on a case-by-case basis. Generally, replacement is limited to department equipment if the equipment is necessary to the entire department's operation.

SAFETY REVIEW BOARD

A. DECLARATION: There is hereby created a body known as the "Safety Review Board", hereafter referred to as SRB.

B. PURPOSE:

1. To review all Columbia County vehicle accidents that result in loss, damage or destruction in excess of \$1,000.00.
2. To review all property damage or incidents resulting in loss, damage or destruction of Columbia County property in excess of \$250.00.
3. To review all incidents resulting in claims, torts or loss by liability of Columbia County; as it applies to property damage, loss or destruction of property and/or resulting in bodily injury to an employee due to legal and expected operations of subordinate departments of the Columbia County Commission.
4. To review all reported injuries to employees during the course of their employment under the provisions of Workers' Compensation.

C. MEMBERSHIP: Membership of the SRB will consist of one person appointed by each Division Director and the Sheriff, the Risk Manager, who shall serve as chairman of the SRB, and the Risk Management Assistant, who shall serve in a non-voting capacity, as secretary of the SRB. Each Division Director shall also appoint an alternate member who shall attend SRB meetings when the primary appointee is not available. Thus the membership of the SRB will be composed as follows:

1. The Risk Manager (Chairman)
2. One member from the Financial Services Division (Member)
3. One member from the Water & Sewer Services Division (Member)
4. One member from the Community and Leisure Services Division (Member)
5. One member from the Emergency Services Division (Member)
6. One member from the Construction and Maintenance Services Division (Member)
7. One member from Planning and Development Services Division (Member)
8. One member from the Engineering and Environmental Services Division (Member)
9. One member from the Sheriff's Department (Member)
10. Risk Management Assistant shall serve as the Secretary (Non-voting)

Members of the Safety Review Board shall consist of rank and file employees, with no more than 4 members being in a supervisory capacity with Columbia County. No Division Director shall be included as a member.

D. MEMBER TENURE:

1. Appointments of members shall be for a period of two years unless rescinded by the appointing authority.
2. The divisions listed below shall review their appointments the first working day of January of each even numbered year (i.e.: 2002, 2004, 2006 . . .) and notify Risk Management in writing of the primary and alternate member.
 - (a) Financial Services
 - (b) Water & Sewer Services
 - (c) Planning and Development Services
 - (d) Engineering and Environmental Services
3. The divisions listed below and the Sheriff shall review their appointments the first working day of January of each odd numbered year (i.e.: 2003, 2005, 2007...) and notify Risk Management in writing of the primary and alternate member.
 - (a) Construction and Maintenance Services
 - (b) Community and Leisure Services
 - (c) Emergency Services

E. DEFINITIONS:

1. Damage Assessment: A monetary forfeiture assessed against an employee found to be at fault as a result of conduct which results in a loss to the County.
2. Gross or Willful Negligence: An intentional unreasonable act by an employee knowing the conduct will result in property damage or injury (i.e.: throwing a radio on the ground, provoking or starting a fight). For example, where the employee initiates or executes the act, knowing the possible results of his/her actions but does not care.
3. Negligence: Conduct that falls below the standard set by law or policy for protecting others against risk or harm. A person is negligent if he/she fails to act with a reasonable amount of care and as a result injures another person or thing. The following criteria applies:
 - (a) The person has a duty or obligation to conform to a certain standard of conduct to protect others or property against unreasonable risk.
 - (b) The person failed to conform to that standard.

- (c) The person's conduct is so closely related to the resulting injury or damage that it can be said to have caused it (proximate cause).
 - (d) Actual damage (property or injury) results from the person's conduct.
4. Proximate Cause: Conduct which is the primary cause from which an injury or damage follows as a direct or immediate consequence and without which the injury or damage would not have happened.

F. AUTHORITY: The SRB shall be empowered to:

- 1. Investigate any accidents/incidents involving employees, occurring in the course of their employment, and/or equipment that results in personal injury or property loss or damage.
- 2. Investigate any accidents/incidents occurring on Columbia County property.
- 3. Investigate and review all personal injury accidents and Workers' Compensation claims and all records and information to the same.
- 4. Make recommendations regarding policy, to the Columbia County Commission through the Division Directors on matters pertaining to:
 - (a) Fleet Management/Maintenance,
 - (b) Safe work practices,
 - (c) Loss prevention/security,
 - (d) Claims/tort reduction.
- 5. Recommend monetary damage assessments against employees found to be at fault in vehicle accidents or incidents resulting in property loss or damage.
- 6. Recommend disciplinary action up to and including discharge of employment or suspension of an employee for:
 - (a) Gross negligence that results in losses to Columbia County,
 - (b) Repeated safety violations (complete documentation is required),
 - (c) Failure to pay damage assessments adjudged by the SRB and upheld by the Division Director.
- 7. Review and make recommendations pertaining to all matters relating to motor vehicle and general safety relative to Columbia County owned vehicles, equipment and employees.

8. To direct the attendance of employees as it shall deem appropriate for the proper determination of the facts surrounding each incident and obtain such documentary evidence as shall be needed to complete its investigation.

G. PENALTIES:

1. Any department disciplinary action taken against the employee will be reported to Risk Management and Human Resources and will be made a part of the employee's accident and personnel record. The SRB will take into consideration all disciplinary action taken by the department and/or shift level against the employee and adjust penalties as appropriate.
2. Should the SRB recommend a monetary penalty after completion of its investigation, the employee will have the option of paying back the penalty in one lump sum, 13 payments divided over 6 months or 26 payments divided over 12 months. The amount will be calculated, signed and sent back to Finance. A copy will be sent to payroll for appropriate payroll deduction. Any unpaid balance will be deducted from employee's last paycheck.
3. Appendix 1 of this section describes the categories of accident violations and penalties. When an employee is involved in an AT FAULT accident/incident that results in property damages less than \$250.00 for property and \$1,000.00 for vehicles, the Board may elect to set aside any penalties for up to 6 months.
 - (a) If the employee is not involved in an AT FAULT accident/incident for that period of time the employees record will be purged of the AT FAULT ruling.
 - (b) If the employee is involved in an AT FAULT accident/incident within that time, the incident will remain a part of the employees record. Penalties which were originally set aside would take affect.

H. PROCEDURES:

1. Departments will report all vehicle accidents, damage to vehicles, equipment or property using the Claims Reporting Form unless a report is made by law enforcement official.
2. All reports of accidents or incidents will be forwarded to Risk Management within 24 hours.
 - (a) Reports requiring additional time for investigation will be reported to Risk-Management by telephone.
 - (b) Reports will include witness statements from any employee involved.
3. All reports will be logged by Risk Management and scheduled for the Safety Review Board.

4. Employees will be notified by letter that their accident/incident will be reviewed by the SRB giving the date, time and location of the SRB.
 - (a) Any employee directly involved in the accident/incident has the right to appear before the SRB.
 - (b) Employees desiring to have witnesses speak in their behalf should contact Risk Management before the scheduled meeting date giving the name, department and relationship to the accident/incident of the witness. Only witnesses with first hand information will be allowed.
 - (c) Risk Management will notify the appropriate department of witnesses to attend.
 - (d) Employees not able to attend the scheduled meeting may request a delay by notifying Risk Management and giving the reason.
 - (e) No one may deny the employee the right to appear before the SRB. Supervisors or Department Heads may request a delay for the employee based on operational necessity but must notify Risk Management of the request.
5. Employees should be present at the scheduled time and place. Once called, the employee will provide information as requested by the SRB, usually an explanation of the accident/incident.
 - (a) Before the meeting, the employee should review any documentary evidence, such as the incident report and/or vehicle accident report filed by the investigating law enforcement agency.

THIS REVIEW IS THE RESPONSIBILITY OF THE EMPLOYEE.

 - i. Incident reports or accident report may be obtained from the employee's department or by calling Risk Management at 868-3363.
 - ii. Law enforcement reports may be obtained from Risk Management.
 - (b) Employees who feel the police report is inaccurate should attempt to have the report corrected with the appropriate law enforcement agency before the SRB meeting.
6. The SRB will review each accident/incident to determine the employee's actions to be either AT FAULT or NOT AT FAULT. Penalties for employees found AT FAULT will be assigned in accordance with Appendix 1 of this section.
7. Employees will be notified by letter of the outcome of the review. The letter will inform the employee found AT FAULT of the penalty ruled by the SRB. Employees who have been given a damage assessment by the SRB may pay by cash, check or payroll deduction using a method approved by the Financial Services Division and their Division Director. Persons wishing to use payroll deduction should notify Risk Management.

8. The presence of a majority of the members of the SRB shall constitute a quorum at any SRB meeting. Once a quorum is established at a meeting, a quorum shall exist for the duration of the meeting. An affirmative vote of a majority of the SRB present and eligible to vote shall be necessary to make a formal recommendation following investigation and review of an incident. Minutes of the SRB meeting will be prepared by the Risk Management Assistant and forwarded to the Division Directors for review.
9. Should a member or family of a member of the SRB be subject to review by the SRB, witness to an incident reviewed by the SRB, or another conflict of interest exists, as determined by a majority vote of the other members of the SRB, the member in issue shall be removed from the review of the matter and the alternate member shall act in the place of the removed member.

I. APPEALS:

1. Any employee whose case has been acted upon by the SRB has the right to appeal the decision by the SRB to the employee's Division Director. Any employee's case that has been acted upon by the employee's Division Director may appeal the decision pursuant to the grievance process provisions set forth in the current Columbia County Personnel Policies.
2. Appeals to the employee's Division Director must be submitted to Risk Management within 10 days of employee's receipt of written notification that the SRB has found the employee at fault. The employee must provide written notification of the employee's desire to appeal the decision within the time frame stated above and such notification shall contain employee's type and reason for appeal. Division Directors shall not be bound by the recommendation of the SRB. However, should the Division Director's recommendation deviate from the recommendation of the SRB, the Division Director shall prepare a written statement, including sound reasons, for his/her recommendation. A copy of the written statement shall be forwarded to the County Administrator and Risk Management and Human Resources Departments to be included in the employee's personnel records.
3. Following a recommendation by the employee's Division Director, an employee may appeal the recommendation through the grievance process provisions set forth in the Columbia County Personnel Policies. Appeals must be submitted to Human Resources within 10 days of employee's receipt of written notification that the employee's Division Director has found the employee at fault. The employee must provide written notification of the employee's desire to appeal the decision within the time frame stated above and such notification shall contain employee's type and reason for appeal.
4. Appeals may be requested for:
 - (a) Reconsideration with no new information.
 - (b) Reconsideration with new information.
 - (c) Appeal due to financial hardship.

5. Appeal Process:

- (a) The employee shall notify Risk Management as outlined in provision 2 above.
- (b) If the appeal is made because of new information that was not available to the SRB at the initial ruling, the Chairman of the SRB may elect to have the case returned to the SRB for reconsideration rather than to the Division Director. Should the SRB uphold the initial ruling, the employee's written request for appeal is forwarded to the employee's Division Director.
- (c) Appeals due to financial hardship must be supported by documentation by the employee. Failure to provide financial documentation may result in denial of the appeal.

J. EMPLOYEE FILES:

- 1. Any employee involved in an accident/incident resulting in property damage will have a file maintained in the Risk Management Department. The file will consist of:
 - (a) Any report of loss with which the employee is directly involved.
 - (b) Any witness statement available concerning the accident/incident.
 - (c) Any documentation of the accident/incident, including any invoices, estimates, pictures or allied documents pertaining to the incident.
- 2. On the inside cover of the employee record an incident summary will be annotated with the date of incident, SRB ruling and penalties assigned.
- 3. Employees have the right to review their files by contacting the Risk Management Department.
- 4. Employee records will be maintained as active as long as the party is employed by Columbia County.
- 5. Records will be moved from the active file to inactive file when the employee is terminated or resigns. This file will be retained for 7 years after termination or resignation, at which time the complete file will be destroyed.

PENALTIES MATRIX
(APPENDIX 1) SAFETY REVIEW BOARD

CLASS	DESCRIPTION	ADMIN ACTION	% FORFEITURE	FORMULA
1	Unavoidable	No Action	\$0 - \$0	
2	Avoidable with mitigating circumstances: (i.e.) a. Bad Weather b. Road Conditions c. Emergency Response d. Other driver action	Written Warning	\$0 - \$75.00	10% of damages but not to exceed \$75.00.
3	Avoidable with driver error (All drivers contributing)	Caution Letter	\$0 - \$500.00	First Offense 10% Second Offense 20% Third Offense 30% Not to exceed \$500.00
4	Avoidable with driver error: (Drivers action was major contributing factor)	Letter of Reprimand	\$0 - \$500.00	Same as Class 3
5	Negligence with extreme prejudice:(i.e.) a. DUI (alcohol/drugs) b. Excessive speed c. Leaving scene of an accident d. Willful traffic violations	Suspend driving privileges for County vehicles Recommend Termination	\$0 - \$1000.00	1st: 30% of damages 2nd: 50% of damages Not to exceed \$1000.00

ADJUSTMENTS: Adjustments to penalties will be allowed once each 3 yr., providing the driver is not involved in an **AT FAULT** accident within the time. Adjustments are not automatic.

The operation of a Columbia County vehicle is a privilege not a right. If an employee is found to be negligent in their care, that privilege can be revoked

PERSONAL PROTECTIVE EQUIPMENT

A. GENERAL: Protective equipment, including personal protective equipment (PPE) for eyes, face, head, extremities, protective clothing, respiratory devices and protective shields and barriers, shall be provided by the respective departments, used and maintained by the employee and kept in a sanitary and serviceable condition. PPE shall not be altered in any way. Appendix 1 of this section establishes minimum PPE required of common tasks.

B. RESPONSIBILITIES:

1. Department Heads:

- (a) Ensure PPE is available to employees involved in work requirements that pose a potential hazard through absorption, inhalation or physical contact.
- (b) Ensure supervisors are instructed in policies relating to the use of PPE by employees.
- (c) Charge supervisors with the responsibility of enforcing policies relating to the use of PPE.

2. Supervisors:

- (a) Analyze job tasks to determine essential PPE.
- (b) Instruct employees on the tasks requiring PPE and the minimum PPE required for the task, to include the proper use of protective equipment.
- (c) Enforce policies relating to the use of PPE by employees.

3. Employee:

- (a) Use PPE as directed by the supervisor or job task.
- (b) Identify any potential hazard of a job task for which required PPE has not been identified and report it to your supervisor.

C. GENERAL SAFETY EQUIPMENT:

- 1. Eye and Face Protection: Protective eye and/or face equipment shall be required where there is reasonable probability of injury that can be prevented by such equipment. Eye protection will be provided and used where machines or operations present the hazard or potential for injury from flying objects, or splashing liquids.
- 2. Respiratory Protection: Respiratory protection will be provided by the respective department to control occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays or vapors. The primary objective will be to prevent atmospheric contamination. Respiratory protection will be provided to protect the health of the employee. Product warning labels or material

safety data warning labels or material safety data sheets will prescribe the appropriate protection necessary for employee protection. Department heads are responsible for providing employee use and maintenance training as appropriate.

3. Occupational Head Protection: Helmets for the protection of heads from impact and penetration from falling and/or flying debris or objects and from limited electrical shock and burn shall meet the requirements and specifications of the American National Standard Safety Requirements for Industrial Head Protection; Z89.1-1969.
4. Foot Protection: Safety-toe footwear shall meet the requirements and specifications established in the American National Standard Requirements for Men's Safety-Toe Footwear Z41.1 - 1967.
5. Visibility Vests: The **reflective orange vest** shall be used by all employees where enhanced visibility is required as determined by Risk Management, Division Directors, department heads or supervisors. Each division is to identify these areas and establish a policy to direct their employees in vest use. Vests shall also be worn by employees working within the limits of road right of ways.

D. MINIMUM ESSENTIAL REQUIREMENTS:

1. Departments are responsible for determining minimum essential requirements for PPE for tasks and activities not covered in Appendix 1. Each Department Head shall inform the Risk Management Department of minimum essential requirements for PPE.
2. Appendix 1 establishes minimum essential requirements for specific tasks which are either common to more than one department or specific requirements which have resulted in needless employee injury in the past. Appendix 1 shall be modified from time to time to reflect current legal requirements, including those set forth in OSHA.
 - (a) The Job Hazard Analysis is to be used for specific jobs. When completed, it may be used as a policy/procedure within the department. See Section on Training and Appendix 2 to this Section.
 - (b) Once the job or task to be analyzed is determined, the steps or procedures are listed individually in the Job Steps column.
 - (c) Each step is then analyzed for potential hazards associated with that step; these are listed in the Potential Hazards column.
 - (d) List the activities to be accomplished to complete the job step and include any activity or action to eliminate the hazard, in the "Prevention" column.

E. EMPLOYEE NON-COMPLIANCE/NON-USE OF PPE: Once the employee is trained in the use of personal protective equipment and clothing, if such items are not used, the employee's supervisor will take immediate corrective and/or disciplinary action. Supervisors should document corrective action and, if necessary, discipline the employee as appropriate. Failure to use proper clothing and equipment could result in suspension or termination, as

appropriate. Supervisors should document any action taken against the employee. Should an employee become injured as a result of not wearing prescribed personal protective equipment, he/she may be denied compensation under Workers' Compensation.

F. PPE FUNDING: When PPE has been determined a requirement of the job based on the POTENTIAL for injury, Columbia County will provide such PPE, as required, at no cost to the employee.

1. Employees who lose or negligently damage or destroy PPE will be responsible for the replacement of those items.
2. Items will be replaced when equipment is no longer serviceable.

APPENDIX 1

Minimum Essential Personal Protective Equipment

X = Required Protection
O = Recommended Protection

H = Head
E = Eye
F = Face
R = Respiratory
V = Vest

Job/Activity	H	E	F	Hear	R	Hand	V	Foot	NOTES
General Construction	X			O			X	X	
Traffic Control Operations / Flagging	X						X	O	
Heavy Equip Operations				O			O	O	Based on the type of operation, Depts. Establish requirement
Tractor Mowing - Unprotected Cab	X	O		X	O		O	X	
Truck Driving-CDL	O							O	Vest are recommended to be available should the driver get out at a construction site
Pesticide Spraying		X			X				To be in compliance with the manufacturers suggested safety equipment listed on the MSDS or product warning label.
Spray Painting		X			X				See above (Pesticide)
Power Tools		X		X				X	
Air Tools		X		X				O	
Winches	X	X				X		X	
Sewer Operations	X		O		O		X	X	As directed by Director, Water and Sewerage
Push Mower with gas engine		X		X				X	

The basis for determining the need for protective equipment is, according to OSHA standards, that if the potential for injury exists then protective equipment should be used.

VEHICLE SAFETY

A. GENERAL POLICY:

1. Columbia County vehicles are easily identified as such and thus constitute a traveling advertisement seen by many citizens. In their relationship with other motorists and pedestrians while operating vehicles, the employee controls an important influence on public relations. By applying courteous, considerate driving habits employees can build good public relations if they apply the principles of defensive driving to avoid accidents.
2. Only employees may drive Columbia County vehicles. Non-employee passengers are to be approved by the Department Head. Out of area trips with non-employees are to be approved by the Department Head and Risk Management Office. A rights waiver form must be signed by all non-employee passengers prior to being allowed to ride in a county vehicle.
3. All drivers of Columbia County vehicles will abide by the laws, regulations and directives of Georgia traffic laws, signs, signals and markings.
4. All drivers of Columbia County vehicles will exercise "due care" in the operation of their vehicle; specifically, the driver must operate his or her vehicle as a prudent person would in a given situation, seeking to avoid unreasonable risk of harm to themselves and others. This provision applies to emergency vehicles and non-emergency vehicles.

B. RESPONSIBILITIES:

1. Department Heads:
 - (a) Establish policies that support safe operation of motor vehicles. Policies should include driving on improved (hard surface) roadways, unimproved (dirt/gravel) roadways and construction areas. Policies will be in written form with copies to the Risk Management Department.
 - (b) Establish a training program that ensures all employees driving Columbia County vehicles are familiar with policies of Columbia County Commission, as well as the department policies.
 - (c) Ensure all employees driving Columbia County vehicles attend defensive driving within 6 months of employment. Departments will maintain records of attendance.
 - (d) Ensure all employees driving Columbia County vehicles have a valid state driver's license by performing a driver's license check at least once per year.
 - (e) Assist in the enforcement of policies established by the Commission.

- (f) Establish a system of safety checks for motor vehicles. Safety checks are to be performed by the driver at the beginning of each driving day. (See Appendix 1 and 2 for sample daily checks).
- (g) Provide written operating procedures for emergency or specialized equipment. Procedures will be submitted to the Safety Review Board chairperson and to the Sheriff's Department for review. Such equipment includes, but is not limited to:
 - i. Sheriff's Department vehicles;
 - ii. Emergency service vehicles;
 - iii. Dump trucks;
 - iv. General Motor Pool Vehicles;
 - v. Any vehicle weighing in excess of 10,000 pounds (Gross Vehicle Weight).

2. Supervisors:

- (a) Ensure drivers conduct daily vehicle inspections.
- (b) Ensure drivers are trained in the details of paragraph A, provisions 1 through 4, above.
- (c) Perform checks for valid driver's licenses of employees driving Columbia County vehicles at least once each quarter.
- (d) Assist in accident investigations as required.
- (e) Ensure scheduled maintenance is conducted.

3. Drivers:

- (a) Adhere to the provisions of this section, in particular the provisions of paragraph A, above.
- (b) Ensure he/she has a valid driver's license in their possession while operating a Columbia County vehicle.
- (c) Inspect the vehicle at the beginning of each driving day. Items to inspect can be found at Appendix 1 for vehicles requiring a Class C license and Appendix 2 for CDL. Inspection check sheets provided in this manual are not intended to replace the provisions of law.
- (d) Are responsible for ensuring any and all legal requirements for safety inspections are met.

4. Department Safety Officers:
 - (a) Ensure "pre-operation" daily checks are made.
 - (b) May declare a vehicle "out of service" or "deadline" a vehicle for safety hazards.
5. Risk Management Safety Officer:
 - (a) Makes periodic inspections of any Columbia County owned vehicle to ensure safety and driver compliance with policy.
 - (b) May declare a vehicle "out of service" or "deadline" as a result of a safety problem.
 - (c) May temporarily suspend the driving privileges of an employee operating a Columbia County vehicle in a reckless manor. A written report of the action/conduct and description of the observation will be provided to the department head within one working day.

C. DRIVER INSPECTIONS - Pre-Operations checks

1. Non-commercial vehicles: Safety checks will include as a minimum:
 - (a) Lights
 - (b) Horn
 - (c) Directional Signals
 - (d) Brakes, brake lights and brake fluid
 - (e) Motor oil
 - (f) Power steering fluid
 - (g) Windshield washers and wipers
 - (h) Tires (tread and inflation)
 - (i) Clutch travel
 - (j) Hydraulic systems
 - (k) Proper latching of seat belts.

2. Commercial type vehicles (CDL): The minimum requirements are established by law and all drivers applying for a Commercial Drivers License (CDL) must demonstrate their knowledge of pre-trip inspections prior to being approved for a license. **Drivers are responsible for conducting all safety inspections prescribed by law**, including pre-trip inspection, during-operations inspection and end-of-the-driving-day inspection.

D. GENERAL VEHICLE SAFETY:

1. Position all adjustments for safe driving before putting the vehicle into gear, including adjustment of the seat, seat belts, inside and outside mirrors, and seating positions.
2. Drivers of Columbia County vehicles must possess a valid state driver's license and they must be thoroughly familiar with the state and local regulations governing motor vehicle operation. The fact that an employee is operating an emergency vehicle does not absolve them from civil or criminal liability for the consequences of wanton reckless driving. The driver must be in the position to satisfy a jury that they used reasonable care and prudence in operating emergency vehicles. Even though emergency equipment has warning devices, the drivers are expected to **PROCEED WITH DUE CAUTION**.
3. All slow-moving equipment operated in public right-of-ways shall be equipped with proper flashing lights and other devices required by the Georgia Vehicle Code.
4. Load Security
 - (a) Supplies transported in motor vehicles shall be secured in such a manner that they will not be dislodged or fall out or forward during transit or sudden stops.
 - (b) Drawers in moveable trucks shall always be secured before the truck is driven.
 - (c) Ensure load capacity is not exceeded.
5. Drugs or any medication, which might affect the ability to drive, are not to be taken before operating vehicles. Drugs, illness, or extreme fatigue may affect ability to judge distances, speed and driving conditions.
6. All persons who drive or ride in Columbia County vehicles will, in all cases, wear the installed seat belts. The number of seat belts available will establish the maximum passengers of the vehicle. Failure to wear seat belts can result in forfeiture of an assigned vehicle. **Passengers will not be authorized to ride in the "bed" of pick-up trucks, dump trucks or other utility type vehicles.**
7. Not more than three (3) persons, including the driver, shall be permitted to ride in the front seat of any vehicle. Persons shall not be transported in any vehicle unless safe

and secure seating is provided for each such person and a seat belt is available for all passengers.

8. Parking vehicle:

- (a) When working conditions require otherwise, parked vehicles must have motor stopped, emergency brake set, put gear in park and keys removed.
- (b) If parked on a downgrade the front wheels should be turned toward the curb. If parked on an upgrade the front wheels should be turned away from the curb. Brakes should be set and transmission left in "park" before driver's seat is vacated.
- (c) Vehicles will not be parked on the wrong side of the street facing traffic except in case of emergency.
- (d) Before leaving the curb, it is essential to see that no cars are approaching from either direction, and signals are to be used.

9. When backing up a vehicle, it is necessary to see that the way is clear. The driver should get out of the vehicle when necessary and inspect the area to be backed into slowly. Horn to be sounded while backing when necessary. If there is another employee along, he will get out and direct the backing. **Drivers of dump trucks or heavy construction equipment are required to go to the rear of their vehicle to ensure the area is clear prior to backing the vehicle. Assistance from another employee standing near the rear observing for safe clearance is the recommended procedure.**

10. The vehicle is never to be left unattended with the motor running (excluding emergency type vehicle). Drivers will not go further than 20 feet from any point of the vehicle while it is running. When parked and unattended, the vehicle will be locked.

11. Drivers must be particularly alert while driving near children. Children must be kept from playing in or around Columbia County owned vehicles. While working areas such as schools, parks, playgrounds, swimming pools, or community centers, drivers will be especially watchful for children and will drive carefully and slowly at all times.

12. **Driver must stay within posted speed limits** and slow down when conditions warrant.

- (a) Vehicles pulling trailers will not exceed 25 miles per hour in residential areas or 45 miles per hour in non-residential or open roads, unless the posted speed is less, in which case the posted speed will be adhered to.
- (b) Vehicles requiring drivers to have CDL licenses to operate the vehicles will not exceed 30 miles per hour in residential areas nor 45 miles per hour in

non-residential or open roads, unless the posted speed is less, in which case the posted speed will be adhered to.

13. The right-of-way is not to be assumed. The driver who has the last chance to avoid an accident may be the driver in the legal right. **YIELD OR STOP.**
14. A safe distance behind other vehicles is to be maintained so as to avoid tailgating and every effort made not to allow others to tailgate. If necessary, slow down, pull over to the side and let the driver pass.
15. Intentions will be signaled at least 100 feet in advance, including a change in lane and a change in direction. Avoid sudden braking.
16. Low beam headlights will be turned on during any low light period of the day such as during rainstorms and fog. Headlights should be "on" 1/2 hour before sunset until 1/2 hour after sunrise when driving. Parking lights designate a vehicle is parked. **Vehicles are never to be driven with only parking lights on.**
17. Filling tanks:
 - (a) Motor of the equipment to be shut off.
 - (b) No smoking near gasoline pumps.
 - (c) Hose nozzle to be kept against the edge of filler pipe.
 - (d) Tank not to be filled too fast or too full to avoid spilling gasoline.

E. SEAT BELTS

1. Columbia County has declared that any and all passengers, including the driver, riding in a vehicle owned by Columbia County are required to properly wear installed seat belts when operating an Columbia County vehicle. Exceptions are as follows:
2. A failure to use your seat belt is a serious safety violation and is not to be taken lightly. It is a known fact that seat belts can and do help reduce the severity of injuries when they are properly used. Proper use constitutes proper adjustments as well as proper latching of the unit. Employees who receive an auto allowance for operating their personal vehicle on COLUMBIA COUNTY business are required to wear their seat belts in their personal vehicles as well as those in county owned vehicles.
3. To bring employees into compliance with this policy:
 - (a) First Offense: Will result in a written warning;
 - (b) Second Offense: Suspension as per Personnel Policy and Procedure Page 401.4 section C.

- (c) Third Offense: Will result in the loss of driving privileges for those who drive Columbia County vehicles;
- (d) Third Offense for those who receive auto allowance: Will be the forfeiture of that allowance.

F. ITEMS PROHIBITED FROM BEING CARRIED IN COLUMBIA COUNTY VEHICLES: The following items are not authorized for transport in vehicles belonging to Columbia County.

- 1. Any item classified as contraband or illegal substance. (Exception: Public Safety Officers when in the execution of their legal and expected duties.)
- 2. Firearms or weapons of any type, except by Public Safety Officers who are certified and hold a position of employment by Columbia County as a certified Public Safety Officer (i.e.: Sheriff Department Deputies/Investigators, Magistrate Marshals, Arson Investigator and officials of the DA's office).
- 3. Alcoholic beverages (Except as contraband transported by Law Enforcement.)

G. REPORTING DRIVING CITATIONS/VIOLATIONS: All employees whose job requires they drive Columbia County vehicles are required to report any and all traffic/moving vehicle violations to their supervisor, regardless of whether the citation was issued in the course of employment or not. Employees whose licenses are suspended will not be allowed to drive Columbia County vehicles while their licenses are suspended. **Employees hired as drivers (primary job duty) and whose license has been suspended may be subject to termination for loss of job qualifications. (See Personnel Policy)**

H. MOTOR VEHICLE RECORDS:

- 1. Potential Employees: Persons applying for driving positions (any position which requires the applicant to drive a Columbia County vehicle as a major function of his or her job) will be required to provide a 3-year driving history at the applicant's expense. Failure to provide the required motor vehicle record will disqualify the applicant from employment.
- 2. Employees whose license is suspended for traffic violations of Driving Under the Influence (DUI), and whose job requires they drive a Columbia County vehicle may be terminated for failure to perform job responsibilities.
- 3. Any employee whose job requires they drive a Columbia County vehicle may have motor vehicle records requested as a condition of employment. Only Department Heads, Safety Review Board, Division Directors, Risk Management Analyst, Human Resources or Columbia County Administrator can request motor vehicle records.
- 4. Employees who have been involved in two or more vehicle accidents within a one-year period or whose motor vehicle records check shows repetitive traffic violations may have their Columbia County vehicle driving privileges revoked.
 - (a) The Risk Management Department will identify employees in this category and forward the information to the appropriate Division Director. The employee will be notified in writing that his or her driving record is being reviewed and they

should attend the meeting to present reasons why their driving privileges for Columbia County vehicles should not be revoked.

- (b) The Division Director has the authority to:
 - i. Direct a Letter of Intent to terminate the employee's employment for continued unacceptable driving practices.
 - ii. Direct the employee be placed on probationary status for unacceptable driving practices (6 months to 1 year).
 - iii. Direct the employee be terminated from employment.
- (c) Following receipt and review of the information from the Risk Management Department, the Division Director will notify the Risk Management Department in writing of his/her decision to take action or not to take action against the employee and his/her reasons therefore. Copies of the Division Director's report will be forwarded to Human Resources for inclusion in the employee's personnel record.

OPERATOR'S DAILY CHECKLIST

DATE: _____ OPERATOR: _____ VEHICLE #: _____ SHOP #: _____ MILEAGE: _____		
ITEM CHECKED	✓ OK	NEEDS MAINTENANCE
1. Horn		
2. Brakes (including Park)		
3. Lights: a. Head Lights b. Tail Lights c. Turn Signals d. Brake Lights e. Back up Lights f. 4 way flasher/hazard		
4. Tires: (tread/pressure)		
5. Seat Belts:		
6. Fluid Levels: a. Coolant b. Oil c. Brake d. Power Steering e. Transmission		
7. Battery		
8. Windshield Wipers and fluid		
9. Clutch		
10. Damage to interior/exterior Beginning and end of day		
11. Note any unusual noise/problem		
12. Damage : _____		

DATE **TIME IN**

SIGNATURE

DAILY VEHICLE INSPECTION UNASSIGNED VEHICLE

Department: _____ **Vehicle #:** _____

SHOP #: _____ **TAG #:** _____

	DATE	DRIVER	SUPERVISOR REVIEW
1			
2			
3			
4			
5			
6			
7			

INSPECTION ITEMS

ITEM	SU	M	T	W	TH	F	S
1. ENGINE COMPARTMENT: a. Belts b. Oil level c. Brake fluid d. Water/coolant e. Transmission fluid f. Hoses g. Battery h. Power steering							
2. TIRES (air/tread)							
3. LIGHTS: a. Head (Hi/Low) b. Park c. 4-Way flasher d. Turn signals e. Brake							
4. DRIVER COMPARTMENT: a. Horn b. Windshield wipers c. Mirrors d. Seat belts							
5. EXHAUST LEAKS							

DAILY VEHICLE INSPECTION

AIR BRAKES

DEPARTMENT: _____	DRIVER: _____
DATE: _____	VEHICLE #: _____ SHOP #: _____

ENGINE COMPARTMENT

BELTS : Alternator Compressor Water Pump Other HOSES : FLUIDS: Water Oil	FLUIDS: Steering Transmission Other Steering Linkage Slack Adjusters Leaf Springs Rim Seals	COMMENTS
---	--	-----------------

TIRES

TREAD: Check all tires for tread; front tires 4/32 inch minimum with matching tread; rear 2/32 inches - minimum. **SIDEWALL:** check for visible punctures, separation, bulges or cuts; **PRESSURE:** follow manufacture's recommended pressure.

ELECTRICAL & BRAKES

LIGHTS : HI Beam Low Beam Park : Front Rear Turn : Front Rear Hazard Clearance Brake	Left _____ _____ _____ _____	Right _____ _____ _____ _____	BRAKES: 1. Low Pressure Signal 2. Spring Brakes: 3. Air Pressure Buildup rate: 4. Air Leakage Rate: 5. Air Compressor cut in/out Pressure: (See Reverse of form)	COMMENTS
--	---	--	---	-----------------

CAB

<table style="width: 100%;"> <tr> <td style="width: 50%;">Doors/locks _____</td> <td style="width: 50%;">Windows _____</td> </tr> <tr> <td>Windshield _____</td> <td>Wipers _____</td> </tr> <tr> <td>Mirrors _____</td> <td>Steering play (less than 2") _____</td> </tr> <tr> <td>Fire Extinguisher _____</td> <td>Warning Triangle _____</td> </tr> <tr> <td>Gauges _____</td> <td>Horn _____</td> </tr> </table>	Doors/locks _____	Windows _____	Windshield _____	Wipers _____	Mirrors _____	Steering play (less than 2") _____	Fire Extinguisher _____	Warning Triangle _____	Gauges _____	Horn _____	COMMENTS
Doors/locks _____	Windows _____										
Windshield _____	Wipers _____										
Mirrors _____	Steering play (less than 2") _____										
Fire Extinguisher _____	Warning Triangle _____										
Gauges _____	Horn _____										

UNDERCARRIAGE

Frame _____ Drive Shaft _____ Leaf Springs _____ Mounting hardware _____ Damage _____ Drain air tanks to eliminate water/condensation	Cross-members _____ Exhaust _____ Slack Adjusters _____ (1 in.) Fuel Tank _____	COMMENTS
--	--	-----------------

Signature: _____

TEST LOW PRESSURE WARNING

SIGNAL: Shut the engine off when you have enough air pressure that the low-pressure warning signal is not on. Turn the electrical power on and step on and off the brake pedal to reduce air tank pressure. The low air pressure-warning signal must come on before the pressure drops to less than 60 psi in the air tank (or tank with the lowest air pressure, in dual air systems).

If the warning signal doesn't work, you could lose air pressure and you would not know it. This could cause sudden emergency braking in a single circuit air system. In dual systems the stopping distance will be increased. Only limited braking can be done before the spring brakes come on.

CHECK THAT THE SPRING BRAKES COME ON AUTOMATICALLY:

Chock the wheels, release the parking brakes when you have enough air pressure to do it, and shut the engine off. Step on and off the brake pedal to reduce the air tank pressure. The "parking brake" knob should pop out when the air pressure falls to the manufacturer's specification (usually in a range between 20 -40 psi). This causes the spring brakes to come on.

CHECK RATE OF AIR PRESSURE BUILDUP:

With the engine at operating RPM, the pressure should build from 85 to 100 psi within 45 seconds in dual air systems. (If the vehicle has larger than minimum air tanks, the buildup time can be longer and still be safe. Check the manufacturer's specifications.) In single air systems (pre 1975), typical requirements are pressure buildup from 50 to 90 psi within 3 minutes with the engine at an idle speed of 600 - 900 RPM.

If air pressure does not build up fast enough, your pressure may drop too low during driving, requiring an emergency stop. Don't drive until you get the problem fixed.

TEST AIR LEAKAGE RATE:

With a fully charged air system (typically 125 psi), turn off the engine, release the service brake, and time the air pressure drop. The loss rate should be less than 2 psi in one minute for single vehicles, less than 3 psi in one minute for combination vehicles. Then apply 90 psi or more with the brake pedal. After the initial pressure drop, if the air pressure falls more than 3 psi in one minute for single vehicles (more than 4 psi for combination vehicles) the air loss rate is too much. Check for air leaks and fix before driving the vehicle. Otherwise, you could lose your brakes while driving.

CHECK AIR COMPRESSOR GOVERNOR CUT - IN AND CUT - OUT PRESSURES:

Pumping by the air compressor should start at about 100 psi and stop at about 125 psi. (Check manufacturer's specifications.) Run the engine at a fast idle. The air governor should cut -out the air compressor at about the manufacturer's specified pressure. The air compressor at about the manufacturer's specified pressure. The air pressure shown by your gauge(s) will stop rising. With the engine idling, step on and off the brake to reduce the air tank pressure. The compressor should cut-in at about the manufacturer's specified cut-in pressure. The pressure should begin to rise.

VEHICLE ACCIDENTS

A. GENERAL:

1. In the event of a vehicle accident involving Columbia County owned vehicles, the following procedures will be followed:
 - (a) Administer first aid.
 - (b) Notify the appropriate police agency, department head and supervisor.
2. The driver involved should exchange names, driver's license numbers, vehicle tag number and insurance data with the other persons involved. **OFFER NO INFORMATION REGARDING THE RESPONSIBILITY FOR THE ACCIDENT OR WHAT SHOULD HAVE BEEN DONE TO AVOID THE ACCIDENT.**
3. Report the accident to supervisors as soon as possible. The driver needs to write a statement as to what happened in the accident as soon as time permits. The supervisor will collect the statement from the employee involved, any employee that was a witness and the name of the insurance carrier and agent of the other parties involved.
4. All serious accidents and/or accidents involving bodily injury or a fatality will be reported to the Risk Management Department and the Human Resources Department IMMEDIATELY, by the supervisor on duty.

B. RESPONSIBILITIES:

1. Department Heads:
 - (a) Ensure all employees are familiar with A, 1-4 above.
 - (b) Develop a system of notification within their respective department.
 - (c) Promote driver safety and vehicle accident safety.
 - (d) Ensure a prompt department investigation is conducted into the circumstances leading to the accident.
2. Safety Review Board:
 - (a) Serves as the administrative board of inquiry to identify the causes of accidents involving vehicles, property damage and employee injuries in order to establish responsibility and derive means to reduce accidents involving county owned vehicles and personnel.
 - (b) Reviews all accidents resulting in property damage or personal injury to employees, including vehicle accidents, to determine the cause and to establish responsibility or culpability where appropriate.

- (c) Assesses penalties based on damage assessments, directs retraining and establishes needed procedures when shortcomings have been identified.
 - i. Penalties/damage assessments will be established as a percentage based on the cost of physical damage. (See section on Safety Review Board.)
 - ii. The Risk Management Board will periodically review the percentage formula to make adjustments as necessary. This action will be recorded in the minutes of the Risk Management Board and published to all Departments in a separate letter.
- (d) Where flagrant and/or repeated violations occur, the SRB notifies the appropriate department head and suggests further training or disciplinary action is taken.
- (e) When appropriate, the SRB recommends reassignment to a non-driving position or the termination of the employee.

3. Supervisors:

- (a) Ensure drivers of Columbia County vehicles are trained on procedures of paragraph A, 1-4 of this section.
- (b) Periodically inspect vehicles driven by employees under their supervision to ensure driver compliance with policy to conduct daily inspections and ensure no damage goes unreported.
- (c) Ensure any damages or accidents are reported immediately and that the Claims Reporting Form is prepared and forwarded, to include witness statements, whenever a police report is not completed.
- (d) Ensure any common use vehicle is inspected by the driver for safety and condition prior to operation.
- (e) Ensure any employee involved in an accident or as a witness to an accident involving a Columbia County vehicle is available to the Safety Review Board when requested. **NO SUPERVISOR HAS THE AUTHORITY TO DENY AN EMPLOYEE THE TIME TO ATTEND A MEETING OF THE SAFETY REVIEW BOARD.**

4. Risk Management Department:

- (a) Maintains files on each driver involved in an accident and vehicle that has been damaged.
- (b) Processes reports of the accident or incident and reports the damage.
- (c) Coordinates the repair of all vehicles.

C. PROCEDURES:

1. When an accident occurs or damage to a vehicle is noticed, the driver will:
 - (a) Give assistance as required to others involved. The accident will be reported immediately. If the vehicle is equipped with a radio and it is operational, he will report the accident immediately. The driver will get the names, addresses and phone numbers of anyone involved, including any witnesses.
 - (b) After an accident and it is determined that no one is hurt and the vehicles are not disabled then the vehicles are to be moved to a safe area on the roadside to limit the hazards to any other drivers. Vehicles will not be moved from the accident scene until released by local law enforcement officers investigating the accident. If the vehicle is safe to operate, it will be driven to the respective department or Central Shop immediately.
 - (c) If the vehicle is not drivable, the Sheriff's office will call the next List Wrecker from their call list. The vehicle will be taken to the parking lot at Central Shop. The police report will be sent through department channels to the Risk Management Department.
 - (d) The driver will be notified by letter of his case being reviewed by the Safety Review Board (SRB). Drivers and/or witnesses will be allowed to appear before the SRB. **NO SUPERVISOR MAY DENY ANY EMPLOYEE THE RIGHT TO APPEAR BEFORE THE SRB.** Any driver wishing another Columbia County employee to be present at the SRB may request their attendance by notifying the Risk Management Department by phone, and requesting their presence. This should be done as soon as possible after receiving the letter of notification.
 - (e) The SRB will review all information concerning the accident and recommend appropriate action to the Division Director.
 - (f) The driver will be informed of any decision with regard to his or her involvement in the accident. This will be done in letter form. Any employee has the right to appeal to the Division Director. See Section on Safety Review Board.

D. DAMAGED VEHICLES: Any Columbia County vehicle that has been involved in an accident and must be towed to the Central Shop will be under "quarantine" until released by Risk Management. No one is authorized to touch, remove items, move or remove parts, or otherwise physically alter any part of the vehicle unless authorized to do so by the Risk Management Department. The only exception would be the authorized law enforcement investigator. This provision will ensure protection of physical evidence for potential liability. In the event that there are work related items in the vehicle needed for the immediate day-to-day operation then approval from the on duty supervisor must be obtained.

VEHICLE ACCIDENT INVESTIGATION

- A. PURPOSE:** The purpose of this section is to establish a policy, guidelines and assign responsibility for the investigation of accidents or damage to vehicles owned by Columbia County.
- B. REQUIRED INVESTIGATIONS:** A Georgia Motor Vehicle Accident Report or Incident Report will be completed for the following:
1. Any traffic accident or non-traffic incident involving a Columbia County owned vehicle.
 2. Any traffic or non-traffic accident involving a non-motorized secondary vehicle (i.e.: trailer) that receives damage or causes damage to public or private property.
 3. Any county vehicle which receives damage as a result of vandalism, an unreported previous accident or is otherwise damaged without the immediate knowledge of the primary driver or department (for common use vehicles).
- C. RESPONSIBILITIES:**
1. Department Heads:
 - (a) Establish procedures to appoint a department investigating officer for any accident identified in paragraph B above.
 - (b) Ensure employees designated as drivers are informed of their reporting responsibilities for vehicle accidents.
 - (c) Ensure an accident investigation is initiated as soon as practical and results are forwarded to the Risk Management Department within 24 hours of the accident.
 2. Department Safety Officers:
 - (a) Reviews all department accident reports for completeness and accuracy.
 - (b) Recommends changes in department policy or driving practices as appropriate.
 - (c) Coordinates with the Risk Management Department for technical assistance as required.
 3. Driver:
 - (a) Reports any accident or damage to Columbia County owned vehicles as described in paragraph B above.
 - (b) Assists in the investigation by writing a full description of the accident or circumstance of damage.

D. ACCIDENT REPORT: Any person having an accident in a Columbia County vehicle will have a Georgia Motor Vehicle Accident report filled out by the Police or Sheriff's Office in the jurisdiction where the accident occurred.

E. WITNESS STATEMENTS:

1. Written statements will be obtained from the employee driver and any Columbia County employee involved in the accident.
2. Prior to submitting the witness statement with the report, it will be reviewed to ensure the statement is complete and contains all details of the accident. Critical elements which should be answered in the statement are: Who, What, When, Where and How.

EFFECTIVE DATE

This Plan, dated February 6, 2002, is effective immediately and will supercede the previously approved Columbia County Safety and Loss Prevention Manual dated February 20, 2001.

ATTEST: This 20th day of February , 2002,

Signature on File

Clerk Of Commission

Signature on File

Chairman, Columbia County Board of Commissioners